

Subject: IMPORTANT INFORMATION ABOUT YOUR W-2 STATEMENT

The Department of the Interior's National Business Center has once again contracted with the TALX Corporation to provide an additional electronic service for our employees. Beginning February 9, employees have the option to electronically request a replacement W2 if the original was lost, stolen or never received. Replacement W2's will be available to individual employees through www.employeeexpress.gov. Once logged on to Employee Express, the employee can click on "The Work Number Proof of Employment and Income" button. This provides a link to The Work Number web site where the employee can request that a duplicate W2 be sent to a fax number, mailed to the home address or an alternate address, or downloaded to the PC for printing on a local printer. In addition, the employees can download W2 data directly into Turbo Tax, TaxCut, ezTaxReturn.com, and Complete Tax beginning February 9, but will be required to enter the company code (enter the appropriate code from the attached list), his or her Social Security Number, and a PIN consisting of the full year of birth and the last four digits of the Social Security Number.

All active employees currently have access to the www.employeeexpress.gov web site using the PIN provided by Employee Express. If employees cannot locate their original PIN, a new PIN can be reissued immediately by answering a series of identifying questions at www.employeeexpress.gov.

Inactive employees may request reissue W2's directly through The Work Number, www.theworknumber.com or 1-800-367-2884. The employee will be required to enter the company code (enter the appropriate code from the attached list), his or her Social Security Number, and a PIN consisting of the full year of birth and the last four digits of the Social Security Number.

Once the employee has requested a reissue W2, a confirmation number will be given. The employee can check the status of the request by revisiting the web site and entering the confirmation number.

Questions or problems with Employee Express can be directed to the Employee Express help desk at 478-757-3030 or via email to eeexhelp@opm.gov. Problems with The Work Number reissue service should be directed to The Work Number Client Service Center at 1-800-996-7566. Any questions concerning the data on the W2 should be addressed to the payroll contact for the agency.

Hard copy W2's will also be mailed to all employees with a completion expected well before the January 31, 2005 deadline.

For a few employees, the Payroll Operations Division will be required to issue a W2 correction (Form W2C), in addition to the original. In these few cases, if the employee attempts to obtain a duplicate W2 through Employee Express or The Work Number, he or she will be directed to contact the Payroll Information Line to obtain the duplicate. The Payroll Information Line can be reached at (303) 969-7732 or 1-800-662-4324.

Access Information

Access to W-2 eXpress through The Work Number:

- www.theworknumber.com
- 1-800-367-2884

Access to W-2 eXpress through Employee Express:

- www.employeeexpress.gov
- 1-800-827-6254

Company Codes

Department of the Interior	10737
Federal Trade Commission	10726
National Aeronautics and Space Administration .	11338
National Science Foundation	11099
Nuclear Regulatory Commission	11410
Overseas Private Investment Corporation	10729
Securities and Exchange Commission	10732
Social Security Administration	10734